

ADNAN BABAR



Current Position: **bike rider**

Experience: 5 years

Educational Qualification: **Intermediate**

Key Skills: **Data entry & Billing Collections, Customer service, System & Software usage, Sales exactive**

Mobile #: **+971 54 3441833**

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Address: **Dubai, United Arab Emirates**

Objective

To pursue a well balance profession with life for my earning and living keeping a professional experience, positive aptitude, progressive approach in challenging and growth oriented organization.

PROFILE SUMMARY

- Currently working as sales exactive at Biruki fashion
- I have sound grip on cashier work, billing, collections and services
- I have 6 month experience in customer services with banking sector i have 2 year experience with leopard courier pakistan
- In UAE I have learnt Arabic and I can fluently speak Arabic for proper communication

PROFESSIONAL AND ACADEMIC QUALIFICATION

Intermediate

2010-2011

Al Khidmat commerce college Muzaffargarh

Matriculation

2006-2007

- **Science Subjects**

CAREER SNAPSHOT

Cashier cum rider

Food & Beverage industry. UAE

FOOD CHAIN

1. Daily collection payment through cash & credit cards
2. Preparing and issuing receipts
3. Daily day end closing and submission of collection to accountant
4. Customer care and feedback
5. Follow-up and resolving the pending cases of collection

Customer Service Representative

United Bank Limited, Pakistan

1. Assisting customers in their queries and required services
2. Handling the tasks at reception including filling of forms and basic data entry if required
3. Communicating the updates and new offers with the customers
4. Organizing and scheduling the meetings internally
5. Handling the documentation and storing with proper log system.

STRENGTHS

- People Management Skills
- Expert in MS Office- Excel, Word, Power Point and Outlook
- Good Command in accounting system and software usage
- Courteous and Service oriented
- Effective compliance to SOP and controls
- Hard working and enthusiastic characteristic

License No : 3512817
Date of Issue : 14-06-2015
Date of Expiry : 21-06-2025
Place of Issue : Dubai - UAE
Vehicle Permit : Motor Cycle Permit

LANGUAGES

- Arabic
- English
- Urdu
- Fluent
- Fluent
- Fluent
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PERSONAL DETAILS		IT & COMPUTER PROFICIENCY
Date of Birth	: July05, 1993	<ul style="list-style-type: none"> Microsoft Office package <i>Word, Excel, Power Point, Outlook</i> Accounting Packages <i>Opera</i>
Nationality	: Pakistani	
Marital status	: Married	
Gender	: Male	
REFERENCES	: Will be Provided if Required.	